



Report to the Auburn City Council

Action Item
Agenda Item No.

10

City Manager Approval

To: Mayor and City Council Members
From: John Ruffcorn, Chief of Police
Date: March 24, 2014
Subject: Critical Incident Notification Protocol

The Issue

This is an overview of a proposed protocol in regards to critical incident notification.

Conclusion and Recommendation

After review and discussion, it is recommended that Council provide input to any changes they desire to the proposed incident notification procedure so that staff can implement the protocol.

History / Background

The aim of emergency planning is to ensure that the safety of our citizens, our businesses, tourists, and staff is maintained, as far as possible, during a critical incident. Planning for emergencies provides a sense of predictability to our community about how we will respond if a critical incident occurs.

This document is designed to support City Council by providing department heads a protocol as to their responsibilities in relation to the proper notification process as a result of a critical incident.

Alternatives Available to Council

- Accept the recommended protocol
- Request changes to the recommended protocol
- Deny the recommendation protocol

Fiscal Impacts

There has been no fiscal impact identified. This is an informational item to review, discuss, comment on, and provide future direction.

Attachment One

Critical Incident Notification Protocol



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www.auburn.ca.gov

The Auburn Police, Fire, and Public Works Departments respond to numerous calls for service each day. The majority of these incidents are not news worthy. The purpose of this protocol is to identify incidents that are significant enough to issue a Media Release and notify the Mayor, City Council Members, and the City Manager.

It should be noted that the information provided by the Police and Fire Departments is limited by law. For example, releasing the name of a juvenile suspect or the medical history of a victim may be prohibited. Additionally, the Police Department may limit the details provided to the media to avoid compromising the investigation or the prosecution of the case.

When a media release is issued, copies will simultaneously be sent to the Mayor, City Council members, the City Manager, and the city management team via email. In addition to the above process, the Police, Fire, and Public Works Department or other responsible City Department will directly notify the City Manager as soon as practical for the following critical incidents:

- Homicide
- Assault with a Deadly Weapon likely to result in death
- Airplane Crash resulting in injuries
- On-duty discharge of a firearm by our personnel either intentional or accidental regardless of injury or not
- Off-duty firearms discharges likely to represent violations of law or General Orders
- Employee injury requiring treatment beyond a simple office visit
- Industrial injury of citizen resulting in or likely to result in death
- Serious unit-involved collisions that cause major damage or involve local, regional, state & national VIP's
- Suspect injury at our hands requiring hospitalization
- Contact with public safety personnel from our own or other agencies as victim or suspect
- High risk or a Special Weapons and Tactics team (SWAT) operations conducted in our station area by other agencies
- Search and rescue operation
- Evacuations
- Closure by our own or another agency of major traffic arterial
- Significant non-related illness or death of station employees or immediate family member
- Missing and at risk person case
- Terrorist incident, event, or related investigations
- Hate crimes
- Television coverage of current event occurring in the City

- Protracted and completed, or any major incident that necessitates calling of other law enforcement agencies for assistance
- Pepperball or Taser use with issues (medical, numerous discharges)
- Widespread local power outage
- A condition that necessitates activation of the Emergency Operations Center
- A significant loss of revenue
- An event that could result in a fine by a State or Federal agency
- Major water or sewer problem
- Natural disaster or extreme weather event
- Large use of mutual aid resources
- Any event you deem to be politically sensitive or particularly newsworthy. Examples include lengthy or high profile vehicle pursuits, crimes resulting in investigator call out, sexual assaults or crimes against children involving unusual acts or factors such as train wrecks, multiple fatal traffic collisions handled by the California Highway patrol and any incident involving a prominent community member or politician

The City Manager will address the incident and notify the Mayor and Council as soon as possible with the respect to the details that can be released.

We hope that you will find this information useful. If you have any questions or need any additional information, please let us know.

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